Business Process Flowcharting Standards – Please use ONLY the symbols show below, following these guidelines: On-Page Connector - On-Page Connector. Used to avoid complex overlapping connector lines or to continue a process Start/ Start/End - Indicates point at which the process begins or on a subsequent page. Connectors are labeled with UPPER End ends. Does not represent any activity. CASE letters. Interface – Data conversion from one electronic system Decision - shows a decision point, such as yes/no. Each path Interface to another. emerging from the diamond must be labeled with one of the Decision possible answers. Sub Process - Represents a separate process within Fi\$Cal that occurs in a subsequent or interdependent process in the same or different P/S **Template Key** System Task - Represents an individual step or activity in Sub process module. System Activity FI\$Cal. Off-Page Reference – Directs diagram flow between two separate flowchart diagrams or processes. Manual Task - Represents an individual step or activity in the В Connectors are labeled with UPPER CASE letters. process that is made out of FI\$Cal. ManualTask **Output Documents** - An electronic document that is Input Documents – A paper document (or email) that is used Output created by the process and can be printed (for example for entering data in the process. **Documents** — any kind of report). Flow Arrow Role Swim lanes are used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles. **Color Legend** On-Page Connectors containing alpha characters will use the above color format (Example: The alpha character 'A' is the color green in all flow charts) for the fill color.

Requisition to Check

Process Office Revolving Fund Transactions

Enter ORF Regular Voucher Replenishment for Employee Travel Advance and P-Card US Bank (1 of 2)

2/26/2015 Department AP Processor (Accounting Office) 1. Enter Regular 2. Attach supporting 6. Voucher ID 5. Edits passed? Start 4. Save Voucher Voucher documentation assigned 7. Run Budget Check Department AP Approver (Division Manager) Push Back/denied 8. Regular Voucher 9. Approved? approval

1 of 3

Requisitio	n to Check	
Process O	ffice Revolving Fund Transaction Regular Voucher for Employee Travel Advance and P-Card US Bank (2 of 2)	
	2/26/	/2015
Department AP Approver 2 (Accounting Office)	Deny 10. Regular Voucher approval Push Back C Push Back	
SCO AP Approver 1 (Audits Office)	12. SCO Pre-Payment Audit and Review 13. Voucher audit 14. Approved? Push Back D	
SCO AP Approver 2 (Audits Office)	15. Voucher audit 16. Approved? Push Back Push Back 18. Execute AP3 Process Payments Payments Payments Payments Payments Payments Payments	2 of 3

